REQUEST FOR QUOTATION

TO WHOM IT MAY CONCERN:

The United States District Court for the District of Hawaii is requesting quotes for work on the following project:

STATEMENT OF WORK/SPECIFICATIONS

1.   DESCRIPTION OF TASKS TO BE PERFORMED

Phase I

• For the counties of Oahu, Maui, Kauai and Hawaii, combine the voters' registration lists and drivers' license lists, keeping each county's combined list separate.
• Purge deceased records from the file.
• Purge (by social security number) each combined list of any duplicate names, thereby insuring that each name appears only once.
• For each county's combined list, use the starting number and interval supplied by the Clerk of the Court and select the requisite number of prospective jurors. We are seeking approximately 70,000 records.
• Provide information of each person selected on CD. This is the Master Jury Wheel.

Phase II - Questionnaires

• Create a questionnaire that conforms to the sample. You may make layout changes to accommodate your optical reader equipment. Approval of form must be made by the Court before it is used.
• Print one questionnaire for each record created in Phase I.
• Fold, stuff and seal questionnaires and return envelopes (mail out and return envelopes are provided by the U.S. District Court).
• Prepare mail out for bulk mailing.
• Mail using a bulk rate. (Postage costs will be funded by the U.S. District Court)

Phase III

• Scan and qualify returned questionnaires (see Qualifying Questionnaires). Any change of personal information on a <u>qualified</u> questionnaire must be updated to the file.
• Provide counts at weekly intervals for qualified, disqualified, exempt, excused, and undeliverable questionnaires.

Phase IV - At a predetermined time decided by the Court, we will issue a stop date. After the stop date, you will:

• Box all questionnaires. Create and index scheme so original questionnaires can be

manually retrieved.
- Provide a final qualified list in a file.
- Provide images of all questionnaires processed on CD with viewing software.

2.   BACKGROUND (OCT 2004)

The U.S. District Court, 300 Ala Moana Blvd, Rm. C-338, Honolulu, HI 96850, intends to create a list of Hawaii residents for the U. S. District Court Master Jury Wheel. The Master Jury Wheel is a combined list consisting of data obtained from the State of Hawaii Voters' Registration List and the Department of Motor Vehicles Registration List. The Contractor shall furnish labor and materials to perform all the work required for the complete and prompt execution of everything described herein.

The Contractor shall furnish the services and facilities that are called for in strict accordance with the conditions, requirements, and specifications of this contract.

3.   QUESTIONNAIRE DESIGN (OCT 2004)

The questionnaire can be designed in any fashion that is readable by your optical mark reading equipment. Attached to this statement of work is a sample questionnaire. By Federal Statute, none of the wording for the questions can be altered, but the layout can be changed. The reading of the form by optical mark reader must be able to generate a telephone number that will be included in the output file.

4.   PROCEDURES (OCT 2004)

The following instructions must be followed to create the Master Jury Wheel:

- Vendor will read in data containing Voter Registration and Motor Vehicle Registration data. (The Court will provide Contractor with data CD's generated by the State of Hawaii. One of the CD's will contain Voter Registration data and the other set will contain Drivers' License Registration data.)

- Use voter registration data as your starting database. Read a record.
    1.   If the record contained an invalid social security number, read next record.
    2.   If field 14, Status Indicator = 'DE" (voter is deceased), read next record.
    3.   If the record contains information in the mailing address fields, add a record to the combined file using mailing address data for the address fields, otherwise use address fields data.
    4.   Continue process until the end of file.

- Select one motor vehicle record
    1.   If DL1AST-STATUS = R (retired due to death), read the next record.
    2.   If the record contains an invalid social security number, read the next record.
    3.   Check the original voter registration file. If field 14, Status Indicator of the voter

registration file = 'DE', the person is deceased, read the next record.

4.   If voter registration record is found and if voter registration zip code is invalid, modify address and zip code in the combined file using the motor vehicle data. If voter registration record is **not** found, add record to combined file using the motor vehicle registration data.

5.   Continue process until the end of the motor vehicle registration file is reached.

- Determine the total number of records in the combined file. Notify the U.S. District Court with this information.

- The U.S. District Court will determine a "Starting Number" and "Quotient".

- Separate the data into four (4) tables. Each table shall contain records from the combined file for the following counties: Oahu, Hawaii, Kauai, and Maui.

- The U.S. District Court will provide the vendor with the "Starting Number" and "Quotient".

- Create a new file (Master Jury Wheel)(see Output Format).

- For each table, perform the following:
  — move record pointer to "Starting Number". Copy record to Master Jury Wheel.
  — advance record pointer using "Quotient". Copy record to Master Jury Wheel.
    Example
    The vendor is given the following information:
    Quotient = 12,   Starting Number = 34
    The vendor will apply these numbers to the four (4) tables. For the table with the Oahu information, start at record 34. Copy the data to the Master Jury Wheel. Perform the skip and copy until the end of the Oahu file is reached. Perform the same process on each county table.

- After the Master Jury Wheel is created, sort file by last name, and first name. At the first record of the sorted list, add key. Key field should be '00001'. Skip to the next record. Add key field (increment each record by one (1) '00002'. Perform until the end of the file is reached.

- Address questionnaires.

- Place Master Jury Wheel on CD for the U.S. District Court.

- Prepare questionnaires for bulk mailing.

- Mail questionnaires at bulk mailing rate. (Postage costs will be funded by U.S. District Court)

- Process returned questionnaires using criteria found in the section <u>Qualifying Questionnaires</u>.

- Provide counts at weekly intervals in the following categories: qualified, disqualified, exempt, excused.

- Scan all questionnaires.

- Provide Qualified Jury Wheel on CD for the U.S. District Court.

5.   OUTPUT FORMAT (OCT 2004)

- The output format for the Master Jury Wheel table is listed below. The U.S. District Court must receive the data in an ASCII file, fields are fixed in length, fields are not delimited and the end of a record has a CR/LF.

<u>Field Name</u>	<u>Length</u>	<u>Miscellaneous</u>
KEY	5	Lead zeroes, ex. If key=1 then key='00001'
SOCIAL SECURITY NUMBER	9	
SEX	1	M-male F-female
NAME	30	Last name, First name
ADDRESS LINE 1	30	
ADDRESS LINE 2	30	
ZIP CODE	5	
TELEPHONE NUMBER	10	808#######

WARNING

The data cannot be manually manipulated in any way. All processing **MUST** be automated. If the data is manually manipulated, all processing is invalid and must be redone at no cost to the U.S. District Court.

6.   Viewer (OCT 2004)

Software is required to view the scanned questionnaires. The viewer software must display the following information:

- • an image of the questionnaire.
- • the location of the actual questionnaire (i.e. in what box the questionnaire can be located).
- • name and address.
- • juror id number.

Required features of the viewer software:

- • retrieve a scanned questionnaire by manually typing a juror number.
- • redact information on the image (hide or black out sensitive information on a questionnaire).
- • print questionnaire on a full sheet, with redactions (if applied).
- • import a list of juror id numbers (from an ascii file).
  - • retrieve questionnaires using the juror id numbers from the imported file.
  - • apply redaction (hide or black out information) to all retrieved questionnaires.
  - • print entire list of questionnaires (with redactions, if applied).
  - • print the name of the ascii file on each questionnaire.

7. DRIVER LICENSE RECORD LAYOUT (OCT 2004)

Item No	Starting Byte	Description	Field Size	Character Type	M/O	Field Format
1	1	DL1AST-STATUS	1	A/N	M	blank-no licence, permit A-licence C-licence cancelled R-SSN retired (death) S-SSN retired due to SSN chg V-licence revoked by court
2	2	DL1ART-ROOT-TYPE	1	A/N	M	P-permit L-Licenced U-Unlicenced
3	3	DL1ASS-SOC-SEC	3	A/N	M	first 3 bytes of SSN, UUU if unknown
4	6	DL1ASN-SOC-SEC	6	N	M	last 6 bytes of SSN, computer generated if prior field is UUU
5	12	DL1-FNM-NAME	35	A/N	M	Last, Middle, First
6	47	DL1AMA-MAILING ADDR	30	A/N	O	Mailing address street no. and name
7	77	DL1AMC-MAILING-CITY-ST	17	A/N	O	Mailing address city/state
8	94	DL1AMZ-MAILING-ADDR-ZIP	9	A/N	O	Mailing zip
9	103	AL1ADB-DATE-OF-BIRTH	8	N	M	YYYYMMDD
10	111	DL1ASX-SEX	1	A/N	O	M-Male F-Female
11	112	DL1BCY-COUNTY	1	A/N	O	O-Oahu H-Hawaii K-Kauai M-Maui
12	113	DL1BED-EXPIRATION-DATE	8	N	O	YYYYMMDD

20	121	DL1BID-ORIGINAL-ISSUE-DT	8	N	O	YYYYMMDD
21	129	DL1IOV-OUTSTDG-VIOL-FLAG	1	A/N	O	Y-yes N or blank-NO
22	130	DL1BTP-TYPE	2	A/N	O	Byte 1-blank, 1 or 2 Byte 2-blank, 3-9, 0
23	132	DL1BGE-RESTRCTIONS	4	A/N	O	Holds 4 restriction codes. Each one must be valid code on Restriction Code Table D05.
24	136	FILLER	5	A/N	O	

8.   VOTER REGISTRATION RECORD LAYOUT

Item No	Starting Byte	Description	Field Size	Character Type	M/O	Field Format
1	1	Representative District	2	N	M	
2	3	Precinct	2	N	M	
3	5	Voter Name	28	A/N	M	Last name, first
4	33	Voter Address	28	A/N	M	
5	61	Zip code	5	N	M	
6	66	Affidavit Number	7	A/N	O	
7	73	Sex Code	1	A	M	M-Male, F-Female
8	41	Date of Birth	6	N	M	mmddyy
9	80	Date of Birth Suffix	1	A	O	* born in 1800's
10	81	Regular Registration Date	6	N	O	mmddyy
11	87	County Code	1	A	M	O-Oahu H-Hawaii M-Maui K-Kauai
12	88	OHA Code	1	A	O	H-Registered for OHA blank-not registered
13	89	OHA Date	6	N	O	mmddyy
14	95	Status Indicator	2	A/N	O	blank-active reg record DE - deceased
15	97	Social Security Number	9	N	M	
16	106	Soc. Sec. No. Suffix	1	A	O	
17	107	Senatorial District	2	N	M	
18	109	Council District	2	N	M	
19	111	Congressional District	1	N	M	
20	112	Mailing Address	28	A/N	O	If mailing address is same as residence addr, fields are blank
21	140	Mailing Zip Code	5	N	O	
22	145	Filler	3	A/N		
23	148	Mail Addr Indicator	1	A/N	O	

24	149	Filler	10	A/N	O	
25	159	Date of Last Transaction	6	N	M	mmddyy
26	165	OHA Number	7	A/N	O	
27	172	M-Code	1	A/N	O	R-Regular only (active) B-Both (active) I-Regular (inactive) K-Both (inactive)
28	173	Primary Election Fail to Vote Indicator	1	A/N	O	F-Failed to vote in prior election V-Voted in primary A-Voted Absentee
29	174	General Election Fail to Vote Indicator	1	A/N	O	F-Failed to vote in prior election V-Voted in general A-Voted Absentee
30	175	OHA Election Fail to Vote Indicator	1	A/N	O	F-Failed to vote in prior election V-Voted in primary
31	176	Absentee Flag	1	A/N	O	A-Absentee Voter blank-No Absentee
32	177	Ques. Address Flag	1	A/N	O	blank-Regular N-Non forwarding questionable address F-Forwardable questionable address
33	178	Transaction Type - Only if transaction occurred during current election.	1	A/N		N-New R-Reregistered C-Name Change T-Dist/Prec change M-Name & Dist/Prec change
34	179	Language Code	2	A/N	O	blank FI-Filipino CH-Chinese

Note: 1. Status indicator pertains to regular registration status.
          2. Mailing Address: If mailing address is not blank, mailing zip code is mandatory.

9. QUALIFYING QUESTIONNAIRE (OCT 2004)

Please use the scannable questionnaire for this section.

A juror is disqualified if any one of these conditions is met:
(1)   No   Are you a citizen of the United States?
(2)   No   Are you 18 years of age?
(3)   No   Has your primary residence for the past year been in this state?
              In the same county? (Does not apply)
(4)   No   Do you read, write, speak and understand the English language?
(5)   Yes   Are any charges now pending against you for a violation of state or federal law
              punishable by imprisonment for more than one year?

A juror is disqualified if <u>both</u> conditions are met:
(6)   Yes   Have you ever been convicted, either by your guilty or nolo contendere plea or by
              a court or jury trial, of a state or federal crime for which punishment could have
              been more than one year in prison?
(7)   No   (If "yes"), were your civil rights restored?

A juror is qualified if both conditions are met and has not been disqualified by answers for
questions (1-5):
(8)   Yes   Do you have any physical or mental disability that would interfere with or prevent
              you from serving as a juror?
–   Has a letter attached.

A juror is exempt if any one of these conditions is met:
–   Yes   Are you employed on a full time basis as a public official of the U.S., state, or
              local government who is elected to public office or directly appointed by one
              elected to office?
–   Yes   Member of any governmental police or regular fire department.
–   Yes   Member in active service of the armed forces of the United States.

A juror is excused if any one of the conditions is met:
(1)   Yes   Over 70 years of age.
(2)   Yes   A person who has served as a grand or petit juror within the last 2 years.
(3)   Yes   A person who serves without compensation as a volunteer firefighter or a member
              of a rescue squad or ambulance crew for a federal, state, or local government
              agency.
(4)   Yes   Practicing physician or dentist.

10. STOP DATE (OCT 2004)

At a predetermined time decided by the U.S. District Court, we will issue a stop date. After the stop date, you will:

- Box all questionnaires. Create and index scheme so original questionnaires can be manually retrieved.
- Provide a final qualified list in a file.
- Provide images of all questionnaires processed on CD with viewing software.

11. TIMETABLE (OCT 2004)

You must follow the following timetable:

Dec 2004   Process the tables, provide Master Wheel to District Court

Jan 2005   Print and mail questionnaires

Feb-Mar 2005 Process questionnaires

April 15, 2005   Provide Qualified Wheel to District Court

May 15, 2005   Provide any qualified processed after April 15, 2005

12. AFFIDAVIT (OCT 2004)

Applicable regulations require that upon completion of your duties, you will execute an affidavit attesting that you have fully met the instructions as set out above.

13. SELECTION CRITERIA (OCT 2004)

This is a "best value" request wherein all proposals will be carefully evaluated according to two criteria: (1) Technical competence, business reputation and past performance of the vendor, and (2) Cost. In the evaluation of the proposals, criterion (1), technical competence, business reputation and past performance of the vendor will be deemed of greater importance and therefore given more weight.

14. DEADLINE (OCT 2004)

All quotes and proposals submitted in response to this request must be received not later that **4:30 p.m. on Friday, November 29, 2004.**

15. QUESTIONS (OCT 2004)

All technical questions should be directed to Barton Eng at 541-1887 or Barton_Eng@hid.uscourts.gov. All other questions should be directed to Allan Rapoza at 541-3082 or Allan_Rapoza@hid.uscourts.gov .

16. CLAUSES (OCT 2004)

All clauses, listed at http://www.uscourts.gov/procurement/clauses.htm, shall apply.